

# Good Soil Translation Procedures

## Step One—Plan Your Project

The English text for *The Story of Hope* (TSOH) and *The Way to Joy* (TWTJ) (along with some other Good Soil publications) are available in a specially-prepared WORD document for use by approved translation teams.

The **qualitative** goal of a translation project is to produce books that will appeal even to the professional class people (such as government officials, educators, doctors, etc.) in the target country/culture.

The **economic** goal is to produce books that can be sold at prices that are affordable within the target culture (or made available at a supplemented cost). For this to happen, printing (in most cases) will need to be done within the culture.

To get started on a translation project we ask that you fill out and submit a **Good Soil Translation Request Form**. Once you have received approval from Good Soil you can begin putting together your translation team.

## Step Two—Build Your Team

In order to create a translation of a Good Soil publication, we ask that you put together a translation team consisting of a:

1. **Project Coordinator:** This person will serve as the main point of contact with Good Soil. He/she must be willing to communicate promptly and help to trouble shoot as needed.
2. **Translation Team:** This team must be organized of at least four capable, mother-tongue speakers (for the target language group). Of the four, one will be the translator for the project. Additionally, one of the four needs to be a qualified theologian (pastor/teacher).

## Step Three—Translate and Proof the Text

Once the translator receives the specially-prepared WORD document, he/she need simply follow the instructions within the document. The blue text will show exactly where to place what content.

When all the translated text has been placed into the WORD document, the next step is for the translation team to read through the document and proof the text. Things to look for include, is the text:

- **Linguistically accurate** (good word choice throughout)
- **Widely readable** (reads clearly and understandably for various levels of literate adults)
- **Typographically error-free** (grammar, spelling and punctuation)

Once the translator has made all the needed corrections to the WORD document, it can be sent to Good Soil. Please note, by sending the translated text to Good Soil you are affirming that the content has been **well proofed** and that the translation team is well satisfied with the quality of the translation. Once the WORD document has been received, Good Soil will then input the translation text into InDesign.

## **Step Four—Final Proofing**

Once all the translated text has been placed into InDesign, Good Soil will send the Adobe PDFs files to the Project Coordinator for a final review by the translation team. Along with checking for the things listed above, the team also needs to look for consistency in the formatting (i.e. font: size, bold, italic, color).

Any corrections at this point will be submitted to Good Soil as Adobe PDF Comments. Once the translation team and Good Soil are satisfied with the content, approval will be given for printing.

## **Step Five—Printing and Distribution**

Once printed, 50 copies should be sent to Good Soil, at no cost to Good Soil. We will make these copies available for sale. If additional “for sale” copies are needed, Good Soil will purchase them from you (at your printing cost).

If you have any questions or concerns about this process, we would be happy to talk with you.

- Good Soil Team